



Parent/Carer : Terms & Conditions

The opening hours for The TP are Monday to Friday 7.30am - 6.00pm.

The TP will close during all **school holidays, bank holidays, inset and polling days**. No fees are charged during these closures.

At The TP we aim to charge our parents in a fair manner. The following procedures will be in place for parents accessing The T.P:

- Regular sessions must be booked in advance to enable us to organise staff/child Health & Safety ratios. To avoid any embarrassment or disappointment, please do not bring your child to a session that has not been booked; as there may not be a place available.
- If a session is booked and your child does not attend for any reason other than illness, the session is still chargeable. No credit will be given.
- If your child is off school unwell and therefore cannot attend sessions booked, the first day of absence of will be chargeable; subsequent days will not be entered onto Parent Pay and no charge will be made.
- At least one month's notice will need to be given in writing for **holidays and for cancellation of a regular booking**. Cancellation Forms can be obtained from the office.
- Payment is to be made by either ParentPay or childcare vouchers only and in full by the 10th of the month.
- Sessions can be booked on an ad-hoc basis (subject to availability). However, please bear in mind that if this session is cancelled, payment will still be required.
- **Failure to pay for sessions promptly will result in your child's place being suspended until full payment is received.** When an account has been suspended due to non-payment, once the account has been settled, any future booking are payable in full on a weekly basis.
- The academy reserves the right to withdraw provision altogether.

The TP aims to work in partnership with parents and carers to support the learning and development of all children, providing them with a safe and stimulating environment.

Please sign and return one copy of these terms and conditions to school and keep the other copy for your information.

I have read, understood and will adhered to The TP Parent/Carer Terms & Conditions.

Signed: _____ (Please Print) _____ Date: _____